

# Executive Director of "World Vision Armenia" CP Foundation

Location: [Europe & the Middle East] [Armenia]

Town/City: Yerevan

Category: Field Operations

Job Type: Fixed term, Full-time

## Executive Director

### “World Vision Armenia” Child Protection Foundation

#### **LOCATION**

Yerevan, Armenia

#### **DURATION**

Fixed-term, Full-time

#### **PURPOSE OF THE POSITION**

The primary focus of this role is to strategically lead, develop and manage all aspects of World Vision Armenia CP Foundation's operation under the direction and guidance of WV Armenia Branch. The role includes ensuring WVA Foundation activities directly contribute to the sustainable well-being of children and fulfillment of their rights within families and communities, aligned to the WVA strategy, Technical Programs and Transition goals.

Support organizational growth and collaborate on transitioning objectives within the World Vision

International (WVI) Partnership, ensure compliance with WVI Parallel Organization Policy and related regulations.

Model a high standard of personal Christian leadership; provide leadership to WV Armenia Foundation staff in close cooperation and alignment with WVA Country Program Director.

Support the WVA Foundation Board of Trustees with facilitation efforts to host sessions and general information flow.

## **MAJOR RESPONSIBILITIES**

### **1. Leadership and Management of WV Armenia Foundation**

- Promote WV's Vision, Mission, Core Values and key Partnership Standards and Practices among the staff and ensure these are the core foundation of the foundation's performance,
- To provide a focused vision for the whole organization, motivating all staff to work together towards shared and common goals,
- Represent the local foundation at WVA Senior Leadership Team,
- Ensure implementation and compliance to Partnership Performance Management Standards and Principles and Memorandum of Understanding (MOUs),
- Visit projects frequently to encourage, build relationships, and support WV programs.

### **2. Ministry Performance and Resource Mobilization**

- Work with WVA Country Program Director and Senior Leadership Team (SLT) to jointly identify the key areas for future programs and projects that the targeted communities are in need,

- Provide leadership input to the preparation of winning proposals that address National Office (NO) strategic needs,
- When assigned, develop relationships with Donor Agencies and local donors on behalf of WV Armenia. Liaise with other agencies and communities to ensure that WVA's development strategies are well understood,
- Use assessment, monitoring, and evaluation reports to identify potential funding opportunities for priority programs and projects that fit within the strategy and operations plan of WV Armenia,
- Work with WVA SLT in the preparation or revision of the Operations Plan/Transition and Change Management plans.

### **3. Financial Management, Financial and Operational Audit Compliance**

- Oversee, develop, and lead the Daycare Centre program and other projects, their operational implementation in close cooperation with the WVA Branch, and its managers,
- Oversee financial compliance through timeliness and completeness of financial reports. Ensure Board of Trustees is informed of financial plans and financial performance of the WVA Foundation,
- Oversee strong operational compliance through timeliness and completeness of program/project reports,
- Ensure efficient and effective organizational practices that would result in successful financial and operational audit scores,
- Oversee action planning and execution to resolve audit findings in an agreed and timely manner; oversee appropriate reporting of audit results and actions,

- Provide overall strategic leadership and initiative for identifying and securing financial resources to support the program, especially the Daycare Centers,
- Oversee and coordinate Monitoring and Evaluation objectives of the program and the organization for evidence base building and external promotion.

#### **4. Spiritual Leadership**

- Model a high standard of personal Christian leadership, ministry and integrity through lifestyle and work relationships. Exhibit spiritual maturity, integrity and a dynamic personal sense of life calling,
- Attend and participate in spiritual nurture meetings/devotions as scheduled.

#### **5. Safety and Security, Disaster Mitigation and Preparedness**

- Participate in regular review of security and safety plans and protocols (security manual, evacuation plan, Disaster Preparedness Plan, and risk assessments at national and Area Development Program (ADP) levels) and ensure understanding and compliance by all staff and visitors,
- Develop and maintain capacity to respond to natural and man-made emergencies.

#### **6. Compliance and Country Legal Environment**

- Ensure the office complies to local legal requirements and standards,
- Represent the office in courts, if required,
- Ensure and oversee proper mechanisms for Child Protection and other WVI Standards and

Principles implementation.

## **REQUIRED QUALIFICATIONS**

- University/ Master's degree in relevant field,
- At least 5 years of managerial experience,
- Staff management experience,
- Work experience in an local Armenian NGO,
- Significant experience in proposal writing, project analysis and integrated project design,
- Clear understanding of the workings of major donors,
- Excellent analytical/ problem-solving skills and detail orientation,
- Strong organizational skills, planning skills, and time management,
- Cross-cultural sensitivity, flexible worldview, emotional maturity and physical stamina,
- Ability to maintain performance expectations in diverse cultural contexts, psychologically, stressful environments and physical hardship conditions with limited resources,
- Ability to work without close supervision,
- Ability to work in a team structure and operate efficiently,
- Ability to represent WV to major donors and government officials,

- Practical understanding of and experience development programming and community level work,
- Thorough knowledge of MS Office (required),
- Ability to exhibit exemplary lifestyle as interpreted in specific local culture context,
- Strong team building and coaching experience,
- Being results focused,
- Commitment to World Vision Core Values and Mission Statement,
- Agreement with World Vision's Christian ethos and participation in devotions,
- Ability to ensure Anti-Corruption, Anti-Fraud policies are embraced in daily work, demonstrate zero tolerance towards harassment,
- Excellent Armenian and English communication skills (oral and written),
- Knowledge of Russian,
- Strong interpersonal skills,
- Strong influencing and managing capacity, and ability to motivate and lead staff,
- Ability to work under pressure and to tight deadlines,
- Willingness to work overtime,
- Willingness to travel domestically and internationally.

